

POSITION DESCRIPTION

Title: Clerk/Treasurer

Department: Finance & Accounting

Job Analysis: 01/86, 3/97, 5/06, 11/10, 01/2019, 06/19, 09/21, 05/23

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Chief Compliance Officer, Accounting Managers, Accounts Payable Staff, Senior Accountants, Staff Accountant, Junior Staff Accountant, Grants Coordinator

Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials

External Contacts: Local, State and Federal agencies, Attorneys, Bankers, Bond Underwriters, Rating Agencies, Actuaries, Auditors, Consultants, Vendors, and the General Public

Status: Appointed Contract/Exempt (A/E)

Job Summary

The Clerk/Treasurer serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee and has direct responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. This position directs the day-to-day operations of the Finance and Accounting Department, provides financial basis and structure to participate in the County budget process, per Alabama Code for Recommended Accounting Procedures, and is responsible for annual audit conducted by the State Examiners. The Clerk/Treasurer provides strategic financial direction and is an active and contributing member of the organization's senior leadership team.

Job Domains

A. Accounting and Financial

1. Oversees and directs all accounting, payroll, and financial procedures for the County to ensure best practices and compliance with applicable rules, regulations, laws, Generally

Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and County policies.

2. Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.
3. Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
4. Prepares annual reports for the Commission and other Departments.
5. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
6. Primary contact for State Examiner audits assisting the State Examiners during annual audit with requested documentation and implementation of audit recommendations.
7. Monitors investments to ensure compliance with Commission investment policy and strategy and provides current status, activity, and reports to the County Commission as requested.
8. Develop and implement improved internal controls and financial reporting procedures as necessary.
9. Provides technical leadership in fiscal management for day-to-day accounting and financial operations.
10. Directs the preparation of the annual financial statement, audit reports, notes, and all required schedules in accordance with GASB pronouncements and GAAP.
11. Ensure all invoices are handled and paid in a prescribed, timely, and legal manner.
12. Monitors accounts receivable for timely collection of monies owed the County.
13. Periodically reports the status of County finances as scheduled by County Commission.
14. Responsible for accounting for all receipts and disbursements regarding County funds.
15. Create, maintain, and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
16. Work directly with local, state, and federal agencies before, during, and after natural disasters.
17. Manage and coordinate the operation of debt management and bond sales; including review and monitor debt service requirements and coordinate the bond rating and disclosure and compliance requirements under the Securities Exchange Commission.
18. Responds to public inquiries and provides conflict resolution, leadership, and implements a service focused culture amongst the various operating units.
19. Attends Commission meetings and other official functions as needed.

B. Reports

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for the annual SEFA report.
3. Prepares various reports as directed by the County Commission.
4. Generate reports requested by the State Examiners.

C. Miscellaneous

1. Approves reports and/or processes claims for indigent care program.
2. Sign vehicle and equipment titles when sold.

3. Prepares and implements all special projects as assigned by the County Commission.
4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.

Knowledge, Skills, and Abilities

1. Knowledge of laws, rules, regulations of county government.
2. Skills to utilize fiscal systems and various technology-based applications including various software packages to achieve financial requirements.
3. Skills to communicate effectively and interact with all levels of government and public.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Fundamental knowledge of accounting principles and standards (fund and accrual accounting) as recommended by federal/state/county agencies.
6. Fundamental knowledge of internal controls and processes for both operational and compliance actions.
7. Skills in interpersonal relationship building and employee coaching/development skills.
8. Demonstrated ability to lead and develop a department and department staff members.
9. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
10. Skills to understand written instructions, manuals, and correspondence.
11. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend meetings, conferences, workshops, training, and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Qualifications

1. Bachelor's degree in accounting from an accredited college or university.
2. Ten (10) years of progressive, comprehensive accounting experience with a minimum of eight (8) years in a leadership role.
3. Governmental accounting preferred, but not required.
4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.